

AWANA CLUB GUIDE 2018

Trace Creek Baptist Church

WHAT IS AWANA?

Approved Workmen Are Not Ashamed (2 Timothy 2:15)

AWANA is an international ministry which partners with churches to reach boys and girls with the gospel of Christ and disciple them that they may know and serve Him.

WHAT DOES YOUR CHILD EXPERIENCE AT CLUB?

- Engaging Bible lessons
- Exciting games and activities
- Bible memorization
- Affirmation and encouragement from adult leaders
- Positive relationships with other clubbers
- Awards and recognition for accomplishments



AGE GROUPS & CLUBS:

Clubbers are grouped by the following ages and clubs:

- **Puggles** – Age 2 by August, 2018

Puggles is an enriching program for pre-Cubbies kids (usually older 2- and younger 3-year-olds) that presents basic biblical concepts: “We are a unique creation of God” and “God loves us very much.” Puggles learn simple lessons through teaching cards, activities, music and more. Puggles will receive uniforms like the older children in the form of a Puggles T-shirt.

- **Cubbies** – Ages 3 (**by August 1**) thru Pre-K (**2 years prior to Kindergarten**)
- **Sparks** – Kindergarten, 1st & 2nd graders
- **T & T (Truth & Training)** – 3rd, 4th, 5th & 6th graders

MEETING TIMES:

Awana meets Sunday evenings, 6:00-7:15 pm for children ages 2 – 6th grade. Clubs run from September to the beginning of May. Below are the dates (subject to change).

September	October	November	December	
9, 16, 23	21, 28	4, 11, 18, 25	NO AWANA	

January	February	March	April	May
6, 13, 20, 27	3, 10, 17, 24	3, 10, 17, 24, 31	28	5, 12*

***Awana Closing Ceremony:** Sunday, May 12, 2019, 6:00 pm, Sanctuary

***Awana Party will follow in Family Life Center with Pizza & Games**



CLUBBER LOCATIONS:

Puggles: (2 year olds)

- Check-in Room S110 beginning at 6:00 p.m. and check-out from the same room around 7:15 p.m.

Cubbies: (3 & 4 year olds through Pre-K) – **2 years prior to Kindergarten**

- Check-in will begin at 6:00 p.m. each club night. **3 & 4 year olds will check-in at Room S111.** Parents can check out their Cubbies at the room their child is checked into.

Preschool Schedule	
6:00 pm	Starting Time & Story Time (Pledges, Puppets, Bible Story) <i>Rooms S110 & S111</i>
6:30 pm	Handbook Time (Prayer, Review, Bear Hug Completion, Activity) <i>Rooms S110 & S111</i>
6:45 pm	Snack Time <i>Rooms S110 & S111</i>
7:00 pm	Game Time/Music Time <i>Rooms S109</i>
7:15 pm	Clean Up, Review, Announcements, Parent Check-out - <i>Rooms S110 & S111</i>

Sparks (Kindergarten - 2nd grade) and T&T (3rd-6th grade) Location:

- All activities for Sparks and T&T will take place in the Upper Level of the South Wing.
- Check-in begins at 6: 00 p.m.

Sparks and T&T Schedule		
Time	<i>K-2nd grade</i>	<i>3rd-6th grade</i>
6:00 pm	Opening Ceremony <i>Upper Room</i>	
6:10 pm	Handbook Time (Rooms 201-214)	Game Time (Room S206)
6:35 pm	Game Time (Room S206)	Handbook Time (Rooms 201-214)
7:00 pm	Lesson Time for both groups (Upper Room)	
7:15 pm	Clean up, Review, Announcements, Parent Check-out <i>Upper Room</i>	

REGISTRATION:

For your child's safety and protection, we ask that all children who participate in the Awana ministry at Trace Creek have a completed a Registration Form on file. These forms will be available at registration or at Check-In tables each week.

REGISTRATION FEE:

There is no charge for Awana attendance but there is a \$10.00 annual fee to help defray the cost of handbooks, uniforms, emblems, and other materials necessary for the clubber. Scholarships are available upon request.

SAFETY & SECURITY:

Your child's safety is very important to us. Therefore, we are asking that parents/guardians of children in Puggles, Cubbies, Sparks and T & T check their children into club when arriving.

Once a clubber is checked in, they are to remain in the designated club area that they are involved in unless given permission to leave by their Awana Leader. We will notify parents/guardians when a child is sick or for disciplinary reasons. It is important that parents/guardians check out their child immediately following the Sunday night service because Awana leaders also have children that need to be checked out.

WHAT TO BRING:

Each week, clubbers should bring their **Bibles** and **Awana Handbooks**. Please leave additional toys and electronic devices at home.

For special theme nights, your child may be asked to bring a certain item(s). Watch the weekly bulletin for weekly themes.

UNIFORMS:

Puggles will receive a Puggles shirt that can be worn anytime to club nights.

A uniform is presented to a clubber when they finish their entrance booklet. Uniforms are to display a child's awards in order to show their progress. Cubbies and Sparks who have earned a uniform vest should be in proper uniform at each meeting. Truth & Training members should be in their uniform shirt at each meeting. **No awards or presentations will be given to clubbers not in uniform.**

Vests should be buttoned. Comfortable pants or shorts should be worn because of the Game Time physical activity. Jeans are great! Tennis shoes are the best type of shoe for running. Some games will be difficult to participate in if wearing skirts, heels, flip-flops, sandals, dress shoes, etc. Parents, please monitor your child's clothing before coming to Awana.

AWARDS: *(Puggles do not receive awards, only stickers for a special wall chart)*

All clubbers must be in uniform to receive awards. Awards are recognition of achievement for Scripture memory and handbook completion. An award presentation schedule will be provided for parents of Cubbies by the Cubbies Director.



- SPARKS
1. Sparks emblem
 2. HangGlider rank patch
 3. WingRunner rank patch
 4. SkyStormer rank patch
 5. HangGlider review emblem
 6. HangGlider pilot wings and jewels
 7. HangGlider extra credit pin
 8. Church attendance emblems

Awards for Sparks & T & T will be presented to the clubber once they finish the required section(s). Children who arrive after awards are presented will receive their award(s) at the next weekly Awards presentation. Most awards are explained in the handbooks. The following graphics and other information about awards can be found at www.awana.org.

- T & T 3rd 4th Grade**
1. Streamwood Award Bar
 2. Extra credit pins
 3. Book completion pins
 4. Special event emblems
 5. Passport collector pins
 6. Handbook review patches
- T&T 5th Grade**
1. Challenge award emblems
 2. Book completion pins
 3. Special event emblems
 4. Extra credit pins
 5. Passport collector pins
 6. Handbook review patches



HANDBOOK REQUIREMENTS:

Handbooks are an essential part of the Awana program. Every club (except Puggles) has its own set of handbooks, and every clubber should be working to complete their handbook before the end of the year. Any time a child enters a new club, the first thing they must do is complete an entrance booklet. Once completed, usually in 1 or 2 weeks, the clubber is given a uniform and a handbook.

All handbooks (even the entrance booklets) are divided into sections. **Clubbers should study their sections at home during the week**, and at their next Awana meeting a leader will sit with them one on one and review their sections. When a clubber completes a section, the leader signs off on that section.

Most sections involve memorizing Bible verses. Clubbers should be memorizing these verses (including the verse reference) at home, and must recite these verses from memory when reviewing sections with a leader. The leader is allowed to give the clubber two "helps" per section (not per verse). All verses in a section must be recited in a single sitting in order to complete that section.

Cubbies:

The entrance booklet for Cubbies is called the *Welcome to Apple Acres*. Once that is completed, all Cubbies will be working in the *Appleseed* book together. The sections in the *Appleseeds* book are referred to as Bear Hugs. Cubbies all progress at the same rate, one Bear Hug per week. Each week parents need to read the Bear Hug material to their children, help them memorize the verse(s) at the end of the section, and sign off the section when they've learned it. *Under the Apple Tree* sections are optional, for extra activities.

Sparks:

The entrance booklet for Sparks is called *Flight 3:16*. From there, clubbers work in order through three books: *HangGlider*, *WingRunner*, and *SkyStormer*. A clubber cannot start the *WingRunner* book unless they are in 1st grade, and cannot start the *SkyStormer* book unless they are in 2nd grade.

Extra credit work is available for clubbers who finish their books early. Clubbers progress at their own pace in Sparks, but in order to complete one book in a year they must complete 40-49 sections. Sections in the Sparks books are grouped into a Rank Path, four Red Jewels and four Green Jewels. All sections in the book must be completed in order.

T&T:

The entrance booklet for T&T is called the *Start Zone*. From there, clubbers work through either a handbook. 3rd grade clubbers will work through the *Grace in Action* book, 4th graders will work through *Evidence of Grace* and 5th-6th graders will work through *Agents of Grace*. Clubbers progress at their own speed in T&T.

HELPING YOUR CHILD:

Awana Sparks and T&T clubbers work through their handbooks at their own pace. Cubbies work through one section together each week. Your child may need help at home to complete their books. Here are some specific ways you can help your child succeed in Awana:

- Working on verse memorization with your child for just five or ten minutes several times a week is a great investment to help your child succeed. Consider doing this at the dinner table, during breakfast or as part of your bedtime routine.
- Help your clubbers complete 2 or 3 sections each week so that they will finish their books this year. Encouragement is key!
- If you prefer, your child may use a version of the Bible which is different from the version used in the handbook. However, our leaders will need a way to check the verse being recited. Please have your child bring the Bible or re-write the verse in your child's handbook as it is written in the other version.
- Please have your child learn the scriptural reference (your child may hear us refer to it as an "address") as well as the verse itself.
- For Sparkies, it may be helpful to send a note with your child, stick a post-it note in the section he/she has been working on, or initial the verses which the child is ready to recite each week.

DISCIPLINE:

Awana uses two COUNT systems; one for an individual and the other for the group.

The "5" Count is used to bring the group to order. As the Leader counts to "5", the children should become quiet and still.

The "3" Count is used for an individual. The child is given a "one" the first time they have misbehaved and their action is discussed so they understand the suitable behavior. If the child continues to misbehave, then they receive a "two". The child now sits down with an Awana Director or Commander to discuss their behavior. If the child continues to misbehave or be disruptive, they receive a "three". When the child receives a three they are taken to their parents/guardians for the rest of the evening unless not present at the church. **If the parent is not present, then they are called and taken home on a church van.** An Awana Leader will discuss with the parent/guardian the reason for his/her dismissal.

Our Awana Leaders realize that there are many family situations that may affect a child's behavior. We encourage you to let your child's Awana Director know if there is any situation that may help us in ministering to your child.

We require our clubbers to:

- *Respect God*
- *Use proper speech – speak to others with respect*
- *Respect Leaders and others*
- *Keep hands to yourself*

- *Respect the church building and properties*
- *Walk, do not run (unless directed to at Game Time)*
- *Always stay with your club or Handbook group*
- *Listen and follow your club Leader's directions*
- *Gum, candy, food, soda and personal items such as cell phones, game devices, and audio devices are not allowed during club night..*
- *Obey the "5" and "3" count*

WELLNESS POLICY:

****Please take wellness of your child and other's serious***

Children **SHOULD NOT** attend AWANA if they have any of the following symptoms:

- *Fever – 100 degrees or higher within the last 24 hours*
- *Vomiting within the last 24 hours*
- *Diarrhea with in the last 24 hours*
- *Runny nose if accompanied by others symptoms and/or colored discharge*
- *Bad Cough – coughing increases the chance of infection being spread*
- *Any rash that is suspected to be contagious*
- *If your child is prescribed with an antibiotic, they must have been on the antibiotic for a minimum of 48 hours prior to attending Awana*

AWANA OPENING PLEDGES:

Please help your child memorize these following pledges that will be said for each club weekly. ☺

Pledge to Allegiance to American Flag:

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Pledge to the Awana Flag:

I pledge allegiance to the Awana flag which stands for the Awana Clubs, whose goal is to reach boys and girls with the gospel of Christ and train them to serve Him.

Pledge to the Bible:

I pledge allegiance to the Bible, God's Holy Word, and will make it a lamp unto my feet, a light unto my path, and hide its words in my heart that I may not sin against God.

2018 AWANA SCHEDULE & THEME NIGHTS

for Sparks and T&T Clubs
(Puggles & Cubbies are welcome to dress up!)

DATE	WEEKLY ACTIVITIES
9/9	CLUB BEGINS! (Get organized into color teams, meet your handbook leader, etc.)
9/16	Crazy Hair Night
9/23	Grandparents Night (kids get to show off their GRAND parents!)
10/7	NO AWANA (Fall Break)
10/14	NO AWANA (Lord's Supper pm service)
10/21	Pastor & Popcorn Night (spend time with Ronne Jr. and share a bag of popcorn too)
10/28	Costume Night (Please nothing scary or inappropriate)
11/4	Canned Food Drive (Bring canned goods to help stock our local food pantry)
11/11	Let's Go Hunting Night (Wear your camo for hunting season!)
11/18	Operation Christmas Child Night (we will be making cards to put inside the shoeboxes.)
11/25	Can Food Drive ends (we will box up the canned food collected over the month)
December	NO AWANA FOR THE MONTH OF DECEMBER
1/6	AWANA Resumes! (Crazy Sock Night)
1/13	Buzzer Game Night (SPARKS and T & T PARENTS NIGHT!! Come and join us!!)
1/20	Spare Change Night (Bring coins for the AWANA Missionary – Team with most wins!)
1/27	Noah Night (Bring a stuffed animal to Awana!!)
2/3	SUPER BOWL & snacks!! We will watch the game in game time! Regular handbook time
2/10	Valentine Night (we will make cards to give to the widow/widowers of the church)
2/17	Super Hero Night (we will make cards for our local "Super Heros" our police!)
2/24	Western Night! (Cowboy hats, bandanas!)
3/3	Scavenger Hunt Night (bring your backpack filled with random items)
3/10	Silly String Night (get to silly string your team leaders for all your hard work!)
3/17	Cereal Night (bring a box of cereal to donate to the food pantry)
3/24	Pajama night (wear your PJ's to church)
3/31	March Madness Night (wear your favorite team colors and cheer on your team!)
4/7	NO AWANA! (Spring Break)
4/14	NO AWANA! (Promise week)
4/21	NO AWANA! (Easter)
4/28	Patriotic Night!!!!
5/5	Ice Cream Sundae Night (Last night for handbook sections-sweet treats to finish the night)
5/12	AWANA Closing Ceremony (6pm in Sanctuary) & CLOSING PARTY (Family Life Center)

ACKNOWLEDGMENT & CONSENT TO BACKGROUND CHECK

This Youth & Children's Ministry Handbook and Policy & Procedures Manual contain important information about Trace Creek Baptist Church. I understand that I should consult the Minister of Children or the Minister of Youth if I have any questions that are not answered in this handbook.

I also acknowledge that revisions to the handbook may occur at any time.

My signature below acknowledges that I have received and read this entire handbook, including, but not only, the sections on:

- Child Abuse Reporting and Investigation
- Safety & Security
- Appropriate/Inappropriate Touch
- Emergency Procedures
- Discipline

My signature below also acknowledges that I consent to Trace Creek Baptist Church performing any necessary background screenings needed in order to provide a safe and secure environment for students and those who will be providing care during various ministries.

Printed Name: _____

Other names used (alias, maiden, nickname): _____

Address: _____

Email: _____

Home Phone: _____ **Cell Phone:** _____

Social Security #: _____ **Date of Birth:** _____

Signature: _____ **Date:** _____

FOR CHURCH OFFICE USE ONLY:

This form is to be kept on file in a secured location of the office of the Ministry Assistant. The information on this form is to be kept for records to ensure the safety and security of students in the ministry of Trace Creek Baptist Church.

Staff Minister Initials: _____ **Ministry Assistant Initials:** _____ **Date:** _____